Government **I**nformation **T**echnology **A**gency	**Statewide** **Standard** P350-S350	**TITLE: Web-Related Initiatives** **Effective Date: August 15, 2003**

1. **AUTHORITY**

   The Government Information Technology Agency (GITA) shall develop, implement and maintain a coordinated statewide plan for information technology (A.R.S. § 41-3504(A (1))), including, adopting statewide technical, coordination, and security standards (A.R.S. § 41-3504(A (1(a)))).

2. **PURPOSE**

   This standard establishes criteria for activities associated with the review of agency web-related initiatives by GITA using the Web-Related Initiatives Notice of Intent (NOI) document.

3. **SCOPE**

   This applies to all budget units. Budget unit is defined as a department, commission, board, institution or other agency of the state organization receiving, expending or disbursing state funds or incurring obligations of the state including the board of regents and the state board of directors for community colleges but excluding the universities under the jurisdiction of the board of regents and the community colleges under their respective jurisdictions and the legislative or judicial branches (A.R.S. § 41-3501(2)).

   The Budget Unit Chief Executive Officer (CEO), working in conjunction with the Budget Unit Chief Information Officer (CIO), shall be responsible for ensuring the effective implementation of Statewide Information Technology Policies, Standards, and Procedures (PSPs) within each budget unit.

4. **STANDARD**

   This standard applies to all IT projects which involve the development of business functions delivered over the Internet, including:

   A. Applications,
   B. Static content,
   C. Dynamic content, and
   D. Third-party hosted services.

   The standard does not apply to on-going content management (e.g., adding or updating content pages on an existing website).

   The Web-Related Initiatives Notice of Intent (NOI) document, shown in Attachment A, is the statewide standard form by which BUs notify GITA of all web-related initiatives, in accordance with Statewide Policy P350. Where

development costs exceed $25,000, the NOI document shall accompany the Project Investment Justification (PIJ) submittal. The PIJ is the statewide standard form used by BUs to submit projects or investments to GITA and the Information Technology Authorization Committee (ITAC) for approvals, as specified by Statewide Policy P340.

The following criteria apply to notification, review, and response activities associated with budget unit web-related initiatives.

4.1. A high level overview of the NOI review process appears at http://gita.state.az.us/digital_gov/NOI/.

4.2. The template for the NOI document shall be maintained by GITA Digital Government Staff and made available to BUs at http://gita.state.az.us/digital_gov/NOI/.

4.3. GITA Staff shall evaluate each completed NOI document for the following:
A. Presence of authorization signatures.
B. Completeness of content, including contact information, detailed project description, and business need.
C. Project scope, including a description of costs, technical solution proposed, hosting, and a plan for ongoing maintenance.
D. Presence of sufficient information to determine that the project does not replicate existing Arizona @ Your Service (AAYS) services and meets web-related standards as well as security requirements.
E. Development screen shots, approximations, or a written description of the finished look and feel intended for the site.
F. When development costs exceed $25,000, the existence of a PIJ for the project.
G. If the document is incomplete, GITA Staff shall return it to the submitting BU.
    i. The BU shall be notified of the incomplete items identified during initial review.
    ii. The BU may resubmit a revised document at its convenience.

4.4. GITA Staff shall evaluate the information contained in the NOI document to determine the following, at a minimum:
A. Necessity of an accompanying PIJ.
B. Any functionality being developed redundant to or overlapping with services provided by the AAYS web portal or under the web portal contract.
C. Conformance with requirements of the AAYS Web Standards Style Guide.

        D.   Conformance to Statewide Policies and Standards related to website development, privacy considerations, and user interface design.

        E.   Conformance to the target technologies[1], methodologies, standards, and best practices contained in the State of Arizona Security Architecture designed to ensure integrity and secure interoperability of information technologies for budget units.

        F.   Existence of a business reason for not complying with any specific requirement listed above.

4.5.   GITA Staff shall submit to the GITA Director a written review of the project described in the NOI document against all requirements listed above. The review shall state whether the project meets standards or provide the business reason(s) for each standard not being met.

4.6.   Using input from review, the GITA Director shall transmit a letter of response to the BU Director that describes the results of the NOI review. The GITA Director may request the URL of the development site from the budget unit in the letter.

- When a PIJ is required, the PIJ project summary report shall take the place of the NOI letter of response.

4.7.   GITA Digital Government Staff periodically monitor budget units' websites to ensure conformance with all web-related standards. A notice of web-related non-conformance will be issued to the budget unit responsible for any website that does not meet published standards.

5.   DEFINITIONS AND ABBREVIATIONS

5.1.   **"Dynamic Content"** means information that changes, or has the potential to change, each time a viewer accesses the web page. This type of content is usually generated from a database rather than coded directly into the HTML page. Generating the content requires programming and, typically, database support.

5.2.   **"HTML"** means **"Hypertext Markup Language,"** a common programming language used in the development of web pages.

5.3.   **"Static Content"** means a web page that contains information that remains the same every time a viewer accesses it. Static content is coded directly into the HTML page and does not require sophisticated programming or database support.

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[1] The Arizona Target Technology Table is available at: http://gita.state.az.us/enterprise_architecture/.

5.4.   **"Third-Party Hosting"** means use of an external service provider to supply storage, connectivity, and services associated with making web pages available to viewers.

5.5.   Refer to the PSP Glossary of Terms located on the GITA website at www.gita.state.az.us/policies_standards/ for additional definitions and abbreviations. More information can be found at http://gita.state.az.us/digital_gov/NOI/.

6.   REFERENCES

6.1.   A. R. S. § 41-621 et seq., "Purchase of Insurance; coverage; limitations, exclusions; definitions."

6.2.   A. R. S. § 41-761 et seq., "Personnel Administration."

6.3.   A. R. S. § 41-1335 ((A (6 & 7))),"State Agency Information."

6.4.   A. R. S. § 41-1339 (A),"Depository of State Archives."

6.5.   A. R. S. § 41-2501 et seq., "Arizona Procurement Codes, Applicability."

6.6.   A. R. S. § 41-2553, "Procurement of Information Systems and Telecommunications Systems."

6.7.   A. R. S. § 41-3501, "Definitions."

6.8.   A. R. S. § 41-3504, "Powers and Duties of the Agency."

6.9.   A. R. S. § 41-3521, "Information Technology Authorization Committee; members; terms; duties; compensation; definition."

6.10. A. R. S. § 41-7041, "Governmental Electronic Records."

6.11. Arizona Administrative Code, Title 2, Chapter 5.

6.12. Arizona Administrative Code, Title 2, Chapter 7.

6.13. Arizona Administrative Code, Title 2, Chapter 10.

6.14. Arizona Administrative Code, Title 2, Chapter 18.

6.15. Statewide Policy P100, Information Technology.

6.16. Statewide Policy P130, Website Accessibility.

6.17. Statewide Policy P170, Privacy.

6.18. Statewide Policy P340, Project Investment Justification (PIJ).

6.19. Statewide Policy P350, Web-Related Initiatives.

6.20. Statewide Policy P800, IT Security.

6.21. State of Arizona Target Security Architecture.

6.22. Arizona @ Your Service Web Standards Style Guide at http://gita.state.az.us/digital_gov/style_guide.htm.

6.23. Arizona @ Your Service Services Guide at http://gita.state.az.us/aays.

6.24. Instructions for Coordination and Evaluation of Web-Related Initiatives at http://gita.state.az.us/digital_gov/NOI/.

7.   ATTACHMENTS

A. Web-Related Initiatives Notice of Intent (NOI) Document

ATTACHMENT A. WEB-RELATED INITIATIVES NOTICE OF INTENT (NOI) DOCUMENT

	SECTION 1 – SUBMITTAL INFORMATION		
1.	**Project Name or Title:**		
2.	**Agency Name and Division Name:**		
3.	**Submitter Information:**		
	Name		
	Mailing Address		
	E-Mail Address		Phone Number	
4.	**Project Manager Information (if different from submitter):**		
	Name		
	Mailing Address		
	E-Mail Address		Phone Number	
5.	**Agency, Board, or Commission Director Information:**		
	Name		
	Mailing Address		
	E-Mail Address		Phone Number	
6.	**Vendor/Contractor Information (use only when an external party is involved in the work):**		
	Company Name		
	Contact Name		
	Mailing Address		
	E-Mail Address		Phone Number	
	SECTION 2 – GENERAL PROJECT INFORMATION		
1.	**Describe the initiative to be undertaken.**		
2.	**Scheduled Start Date:**		**Scheduled End Date:**	
3.	**Describe the business need(s) the initiative addresses.**		
4.	**Describe the hardware and software products, tools, and techniques utilized for the technical solution.**		
5.	**Where will the website or application be hosted?**		

6.	**Who will provide ongoing content management of the site or service?**
	SECTION 3 – COST AND PIJ INFORMATION
1.	**What is the project's total development cost for hardware, software, and professional services?**
1a.	**If the total cost is less than $25,000 skip to SECTION 4 below.**
2.	**If a Project Investment Justification (PIJ) has been submitted for this project, please enter the Project Title exactly as it appears on that PIJ.**
3.	**If a Project Investment Justification (PIJ) has NOT been submitted for this project, please state the reason for not doing so.**
	SECTION 4 – AAYS SERVICES ASSESSMENT SECTION
1.	**Which web portal related services described in the AAYS Services Guide will be employed in this effort?**
2.	**If this effort involves building functionality that is also provided through the AAYS portal services, please state why the AAYS portal service does not meet the business need.**
	SECTION 5 – AAYS WEB STANDARDS ASSESSMENT SECTION
1.	**Which AAYS Style Guide requirements will this effort NOT conform to and why?**
2.	**Which accessibility requirements contained within Statewide Website Accessibility Policy P130 will this effort NOT meet and why?**
3.	**Which privacy requirements contained within Statewide Privacy Policy P170 will this effort NOT meet and why?**
	SECTION 6 – SECURITY ARCHITECTURE ASSESSMENT SECTION
1.	**Which published requirements, controls, and standards of the Target Security Architecture Document will this effort NOT conform to and why?**
	SECTION 7 –SCREEN SAMPLES OR APPROXIMATIONS
1.	**Please attach to this NOI sample screens, approximations, or a written description of the finished look and feel.**

Responsibility	*Approval Signature and Title*	*Date*
Project Manager*:*		
Agency CIO*:* *(if applicable)*		
Agency Director:		